

eFlight Release Instructions

Mar-2011

Since 1 July 2010, CAP made electronic flight release (EFR) through WMIRS the standard process. Only as a last resort may flight releases be done on a CAPF99 and when done in that matter, they must be transferred into WMIRS within 24 hours or ASAP.

This document provides amplified instructions for commanders, pilots and FROs may find helpful in completing electronic flight releases and sortie management that complies with the RMR/CCs intent of ensuring WMIRS accurately reflects the status of our RMR assets. These instructions will be updated as needed.

Duties and responsibilities of the FRO and Pilot/Aircrew:

FRO

A FRO has the authority and should disapprove any sortie that the PIC and/or Aircrew is not current and qualified to fly per the EFR system or other documentation such as the FRO support report.

The FRO are responsible for confirming the aircraft safely arrived at its destination unless an FAA flight plan is used.

The FRO is responsible for initiating missing aircraft instructions 2 hours after the estimated landing time if not notified the flight was safely concluded.

It is not mandatory for the FRO to release any flight that they do not feel comfortable doing so. The FRO is not a dispatcher and they are not responsible for the actual conduct of the flight, but they are the last line of defense for ORM and safety of the flight.

A FRO does not have the authority to release any non-current or non-qualified pilots or aircrew members, that are not shown as current or qualified by the EFR or other documentation. For B17/C17 flights the CP may have to be the PIC since the PIC listed is not current.

PIC

It is the PIC responsibility to confirm they are current and qualified to fly the mission and sortie they have requested in WMIRS, not the FROs. The FRO confirms this prior to releasing the PIC on their sortie, otherwise the FRO will disapprove the sortie.

At the conclusion of all flights, the PIC (or IC of a Supervised Mission) is responsible for ensuring all flight hours and data have been recorded in the NHQ CAP WMIRS System.

If the flight is not flown as released the PIC shall cancel or re-schedule the flight within 24 hours of the released flight time. If rescheduled, a new EFR will have to be obtained.

Basic principles for electronic flight releases:

EFRs may not be given more than 24 hours prior to planned departure time; however it is preferred the EFR be completed within 4 hours or less of the flight time.

A phone or in-person discussion between the FRO and PIC must occur as part of the EFR process that includes reviewing the FRO checklist and IMSAFE (found in WMIRS).

The normal procedure for FROs or supervised mission bases (ICP) that don't have Internet access is to refer or coordinate release with another FRO or ICP that has WMIRS connectivity if at all possible. However, in the unlikely situation that no Internet access is available to the FRO or ICP or WMIRS connectivity is temporarily down, a flight release may be issued and recorded on a CAPF99 until the FRO or ICP can record the releases in WMIRS. FROs or ICP are required to enter all Form 99 releases into the eFlight Release process within 24 hours or as soon as Internet access is available again. (Ref CAPR 60-1)

For cadet primary training flights the CAP instructor pilot must be listed on the sortie form as the PIC and receive the flight release. This is also the case for those flights in which the cadet is flying solo.

Pilots who are receiving training and are not eligible to fly as PIC must enter the appropriate instructor pilot (IP) in the PIC block.

If a flight is entered as a check ride B17 or C17 (Form 5 or Form 91) the label on the second crewmember block will change to show a required CHECK PILOT. In that case, the CAPID of the Check Pilot (CP) is entered in the CP block, regardless of whether the pilot is current or not. The FRO should get currency information in that case on both the pilot receiving the check ride and the CP conducting the check ride. The PIC may show up non-current or non-qualified, but the CP is the PIC for that flight acting as CP. This is the only exception for EFR when the PIC is shown as not current or qualified to fly as PIC.

FROs will have access to all eFlight Release functions. Pilots who are not FROs will only have access to their data and the eFlight Release reports.

Duty Day reminder – FROs should consider and remind pilots of duty day issues (14 hours CAP duty from the time of their last 10 hour rest break and no more than 8 hours PIC time) before releasing multiple long duration flights or morning/evening flights with a long gap in between.

Properly entering in sorties. Any of the following activities will result in a separate sortie entry in WMIRS and therefore a separate flight release for each sortie.

1. The crew/passengers list changes.
2. A full stop landing when engine shutdown is conducted (full stop landings with taxi back for takeoff does not require a separate sortie).
3. The PIC responsibilities change.

Examples requiring two (or more) sortie entries:

- 1: A plane is being flown to a meeting and has a planned stop at the halfway point would require two different sorties and flight releases (watch duty day). Remember to call the FRO and tell them you are on the ground at your fuel/planned stop.
- 2.: An Unplanned fuel or break stop will require the PIC to call the FRO and request an additional new sortie and EFR.
- 3: A chase plane proceeds to a MX facility to pick up a pilot who is dropping off another plane. Since the plane is flying back with 2 people instead of one, a second sortie is required.
- 4: Ferry passengers to a destination and flight back either solo or with different passengers on the sortie would require two different sorties and EFRs.

eFlight release flow:

1) The pilot for a sortie, or another party entering the sortie, lists the proper PIC CAPID and selects one or more FROs to issue the release. Once the sortie is entered an email will be sent to the FRO(s) noting that a flight release has been requested. Instead of letting the system shotgun out FRO requests to multiple FROs, a pilot may find it advantageous to contact one of the FROs and check his/her ability to serve as an FRO. If the FRO selection is done within 24 hours, the FRO may be able to complete the full FRO-Pilot discussions during an availability call.

If any of the following changes are made to a sortie within 24 hours of the flight being flown, WMIRS will send the release request email again and the sortie must be re-released.

1. Change of PIC
2. Change of sortie date
3. Change of planned departure time
4. Change of aircraft
5. Change of flight plan type.
6. Change of flight purpose (e.g. MP to TMP or vice versa, IFR or Comm requirement)
7. Change in type of sortie, (e.g. B12 to B17)

Notify FRO of these changes – no new flight release required:

1. Change in departure or destination airports
2. Change in aircrew or passengers so EFR can be updated.

2) The FRO logs in and approves or denies the release. Note: The FRO must be the person logged in for the validation to function properly. It is recommended the FRO open the sortie and ensure the flight is flown as released.

3) The PIC will receive an email stating the release has been granted or your FRO may notify you that the flight was released. If in doubt, the pilot may want to log into WMIRS and review the sortie to ensure it is released. It is the PIC responsibility to confirm they are properly released prior to their flight.

4) The name of the FRO or their CAPID should be entered in the AIF for traceability back to the FRO who provided the EFR.

5) After flight is completed, or if a decision is made to not fly the sortie, the PIC will notify the FRO that they have completed or cancelled the flight.

6) As soon as practical (but expected within 24 hours), the PIC will close out the sortie in WMIRS, fill in all blanks, including tach/hobbs times and fuel in gals/fuel amount/ up load receipt (mission#/aircraft#/flight hours (if applicable) or ensure this is done. Closing the sortie is required even if the flight is not flown, by simply cancelling it and reason for cancelling it, e.g., "Not Flown"; due to "Weather" or other reasons listed in drop down boxes.

eFlight Release menu items:

The eFlight Release module maintains a menu on the left side of the page throughout the process. The menu items are either single links or expand to show additional options.

Pilots

My Flights – list of flights for the logged in CAPID

My Flying Status – pilot qualifications from eServices for the logged in CAPID

Flight Release Officers

My Pending Releases – list of release requests for the logged in CAPID

All Pending Releases – lists all sorties for the Wing for which releases have not been completed. Only future sorties are shown.

Mission Releases – a drop down box allows selection of a Wing mission number. If it is the monthly A or B mission number the next page will allow selection of the mission symbol.

Enter CAPF 99 Releases – Allows flights previously released on a CAPF 99 to be entered in the EFR system

Reports

FRO List – list of all FROs for the Wing appointed in eServices with unit and phone numbers.

Flight Release by FRO – CAPF 99 formatted list of releases for a selected FRO, month and year.

Monthly EFR Summary – shows the number of releases given and denied by FRO for the selected month and year.

Utilities

Select FROs – list of all FROs appointed in eServices, if checked they appear on the sortie form.

WMIRS Main – link to the main WMIRS page

Logout – logout of the system.

Access to the eFlight Release forms/pages:

Flight Release Officers will see a link on the main WMIRS page to take them to the module via the link

[eFlight Release](#)

Recording releases in WMIRS that were done on the paper CAPF99 after the flight. The sortie is entered into WMIRS as usual and the FRO enters the pilot's CAPID and date of the flight into the CAPF 99 Release entry page. The FRO then releases the flight as any other eFlight Release in the system.

The starting point for the electronic flight release process is similar to the normal sortie entry process in WMIRS. Pilots enter, or update, their sorties in WMIRS under the proper mission number and the flight is automatically loaded into the flight release system.

The new sortie add/edit page has additional fields required for flight release as well as other fields requested by wings. The layout is also organized to reduce the need to scroll horizontally. The pilot's CAPID is now required for the flight release. Once entered, the sortie is placed in the "All Pending Releases" queue for review by a Flight Release Officer (FRO). To select a FRO, or multiple FROs, use the drop down list. To select multiple FROs hold down the Ctrl key and click names. If FROs are selected the request will be placed in their "My Pending Releases" queue.

eFlight Release Process

The electronic flight release process is an extension to the normal sortie entry process in WMIRS. Pilots enter their sorties in WMIRS under the proper mission number and the flight is automatically loaded into the flight release system.

The screenshot shows the Civil Air Patrol Web Mission Information Reporting System (WMIRS) interface. The browser window title is "Web Mission Information Reporting System (WMIRS) - Windows Internet Explorer". The address bar shows "http://mission/wmirs/index.cfm". The page has a blue header with the Civil Air Patrol logo and the title "Civil Air Patrol Web Mission Information Reporting System (WMIRS)". A "WMIRS Main Menu" section includes a note: "* indicates required fields." and "input fields with grayed backgrounds are not required, but may be entered as additional information, or as required by your unit/wing." The form is organized into several sections: "Sortie Number" (NEW), "Mission Number" (LA_MISC), "Tracking Number" (grayed out), "Sortie Date" (06/24/2009), "Backup Date" (grayed out), "Sortie Type" (Profile #1), "Pilot CAPID" (125920), "Observer" (grayed out), "Scanner 1" (grayed out), "Scanner 2" (grayed out), "Type of FAA Flight Plan" (VFR), "Tail Number" (N5367X), "Aircraft Type" (206), "Callsign" (1634), "Take Off Airport" (BTR), "Landing Airport" (BTR), "Area Assigned" (BTR-LFT-AEX-BTR), "Est. Sortie Hours" (3.5), "Est. Take Off Time (Z)" (15:00), "Objective" (grayed out), "Tach Start" (grayed out), "Tach End" (grayed out), "Actual Sortie Hours" (grayed out), "Actual Take Off Time (Z)" (grayed out), "A/C Fuel/Oil (\$)" (grayed out), "Gallons" (grayed out), "Reimbursed To (CAPID Or Unit)" (LA), "Sortie Effectiveness" (grayed out), "Reason if not Successful" (Please Select Reason), "Enter the number of identical sorties to create:" (1), "Days Apart (if duplicates)" (0), and a checkbox for "Are you flying over critical Infrastructure?" (No). The "Add Sortie" button is at the bottom.

Web Mission Information Reporting System (WMIRS) - Windows Internet Explorer

http://mission/wmirs/index.cfm

File Edit View Favorites Tools Help

Web Mission Information Reporting System (WMIRS)

Civil Air Patrol
Web Mission Information Reporting System (WMIRS)

WMIRS Main Menu

* indicates required fields.
input fields with grayed backgrounds are not required, but may be entered as additional information, or as required by your unit/wing.

Sortie Number: NEW
Mission Number: LA_MISC
Tracking Number: [grayed out]

*Sortie Date: 06/24/2009
Backup Date: [grayed out]
*Sortie Type: Profile #1

*Pilot CAPID: 125920
Observer: [grayed out]
Scanner 1: [grayed out]
Scanner 2: [grayed out]
Type of FAA Flight Plan: VFR

*Tail Number: N5367X
*Aircraft Type: 206
Callsign: 1634
Take Off Airport: BTR
Landing Airport: BTR
Area Assigned (Use: State / City / Area Or Route of Flight): BTR-LFT-AEX-BTR

Est. Sortie Hours: 3.5
Est. Take Off Time (Z): 15 : 00
Objective: [grayed out]

Tach Start: [grayed out]
Tach End: [grayed out]
Actual Sortie Hours: [grayed out]
Actual Take Off Time (Z): [grayed out]

A/C Fuel/Oil (\$): [grayed out]
Gallons: [grayed out]
Reimbursed To (CAPID Or Unit): LA
CAPID Look Up

Sortie Effectiveness: [grayed out]
Reason if not Successful: Please Select Reason
Enter the number of identical sorties to create: 1 (60 Max)
Days Apart (if duplicates): 0

Are you flying over critical Infrastructure? Yes No

Add Sortie

The new sortie add/edit page has additional fields required for flight release as well as other fields requested by wings. **All fields will be filled out.** The layout is also organized to reduce the need to scroll horizontally. The pilot's & aircrew CAPID's are now required for EFR. Once entered, the sortie is placed in queue for review by a Flight Release Officer (FRO).

To get to the eFlight Release section, the FRO logs into WMIRS as usual and will see the “eFlight Release” link in the middle of the main page.

Web Mission Information Reporting System (WMIRS) - Windows Internet Explorer

http://mission/wmirs/index.cfm

File Edit View Favorites Tools Help

Web Mission Information Reporting System (WMIRS)

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Web Mission Information Reporting System (WMIRS)

WMIRS Main Menu

Explanation of Menu Items Located on Tool Bar

Mission Status Map: Used to View Wings with Active Sorties.
Mission List: Used to view missions
Mission Management: Used to maintain missions in the system, including the management of images.
Tools and Utilities: Opens sub-menu for Mission Status Map, Member Contact Lookup, Alert Roster/ES Resources, Aircraft Status, and User Administration.
Return to WMIRS Menu: Returns you to this page. You can then enter other areas as required.
Return to Main Menu: Returns you to the main menu. You can then enter other areas as required.
Log Out: Logs you out of the system and returns you to the Login Page.

e-Flight Release

View Current Authorized AF JROTC Detachments.

Pilot's Direct Sortie Entry for Non-mission Corporate Flying (C8, C9, C16, C17, C20)

NOTE: Unless otherwise required by your wing, these flights/sorties can be entered after the flight is completed.

Add Sortie Edit Sortie

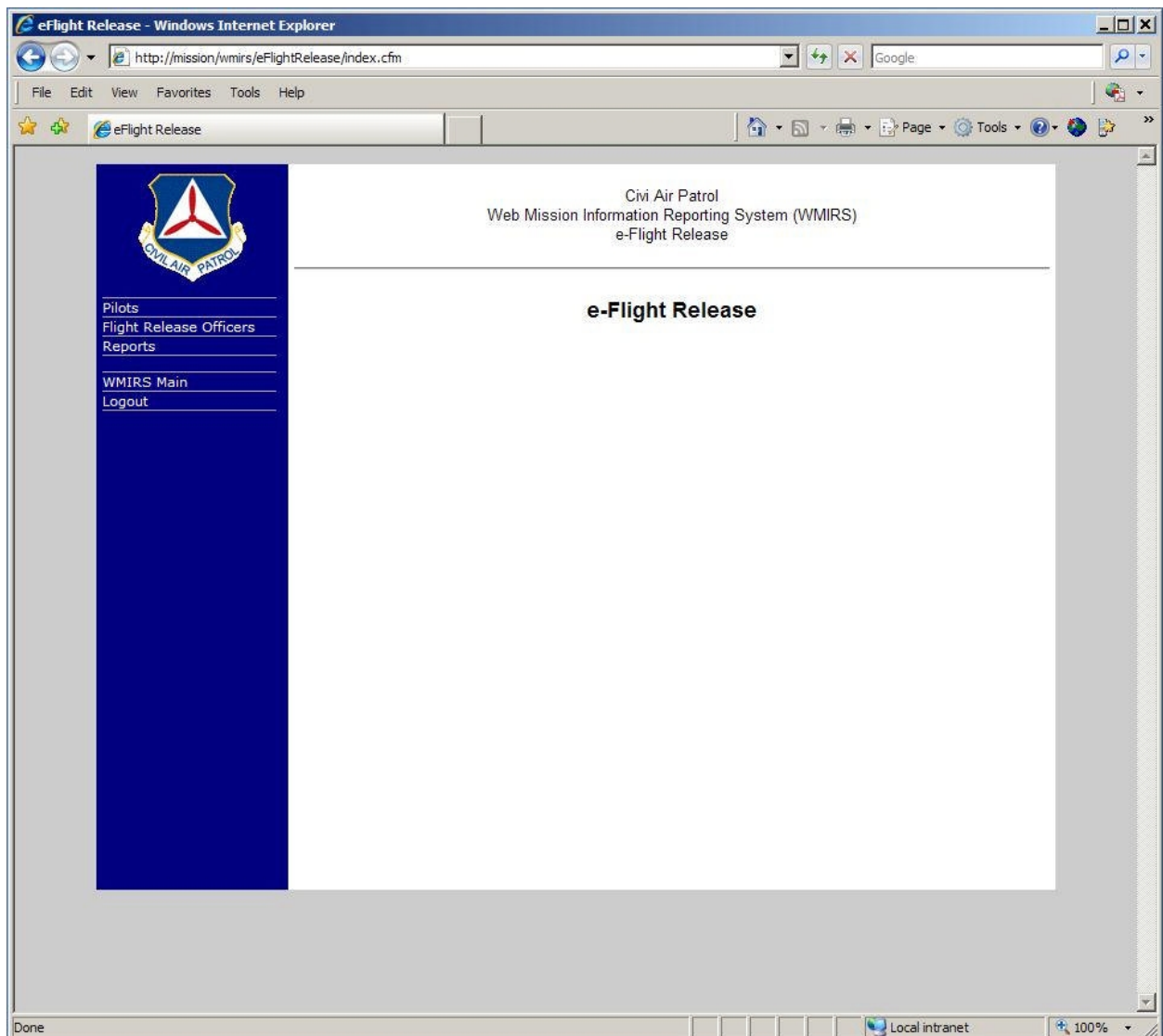
Information on entering Non-mission Corporate Sorties (size: 1.3MB)

Mission Directives

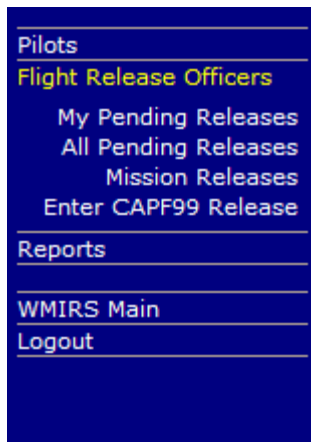
OPSPLAN Templates and Samples

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Clicking the eFlight Release link will bring you to the eFlight Release main page.



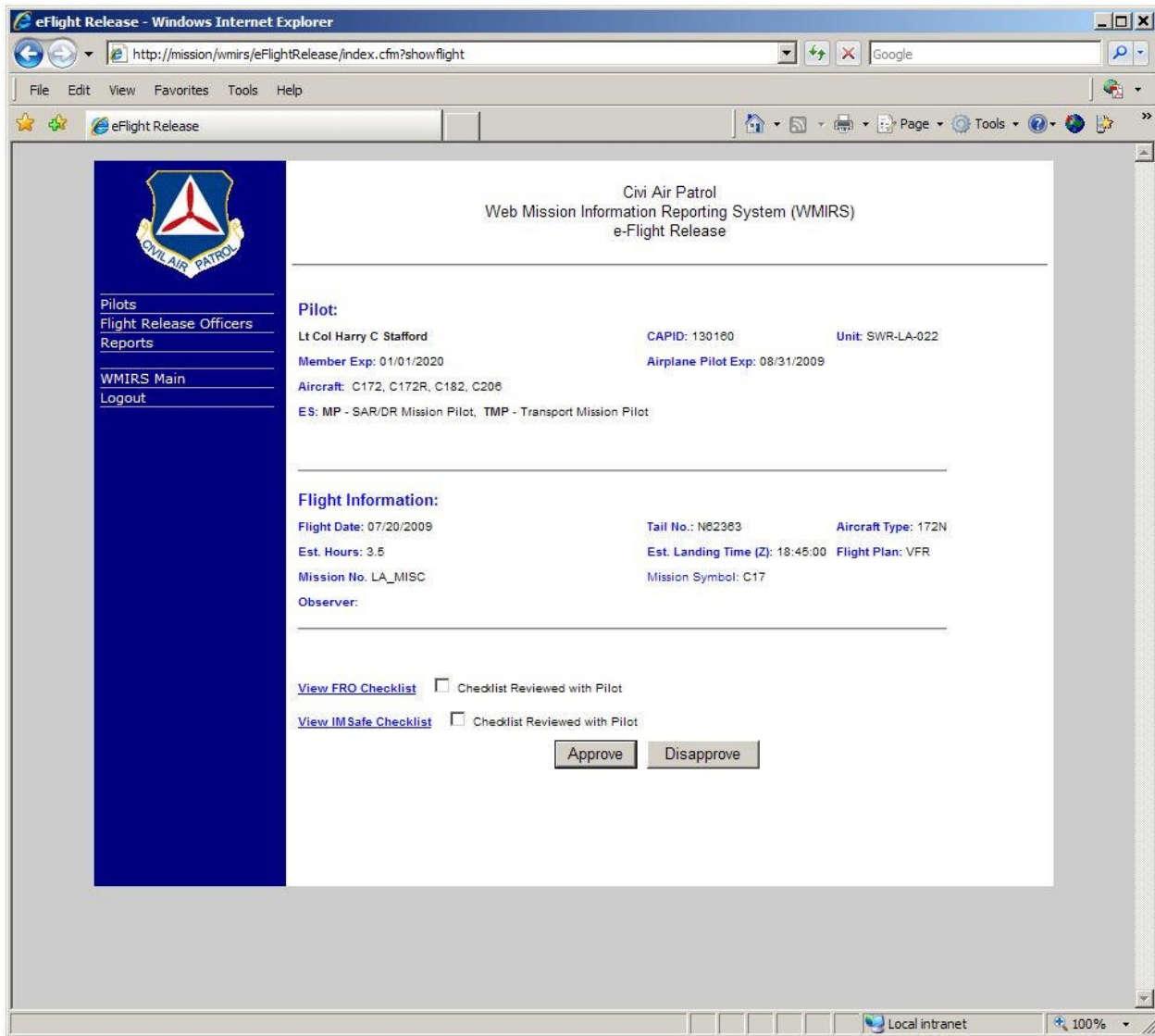
Clicking “Flight Release Officers” will open the choices under that area.



Clicking “My Pending Releases” will bring up pending releases you are requested to release. Clicking “All Pending Releases” brings up all pending flight releases for your wing.

Flight Date	Pilot	Tail No.	Aircraft Type	Est. Hours	Est. Landing Time	Flight Plan	Requested	
07/14/2009	Lt Col Stephen L Knapper	N82383	172N	0.0	10:15:00	None	06/14/2009	View
07/14/2009	Lt Col Stephen L Knapper	N5367X	U206G	0.5	10:45:00	None	07/10/2009	View
07/14/2009	Maj Terry M Raymond	N96725	182R	1.0	21:00:00	None	05/12/2009	View
07/15/2009	Lt Col Harry C Stafford	N96725	182Q	1.0	21:00:00	None	05/12/2009	View
07/18/2009	Lt Col Stephen L Knapper	N99842	172P	2.0	22:15:00	VFR	06/12/2009	View
07/20/2009	Lt Col Stephen L Knapper	N63610	PA-28-140	1.2	11:27:00	VFR	07/01/2009	View
07/21/2009	Lt Col Stephen L Knapper	N9677A	172P	3.0	21:30:00	None	06/05/2009	View
07/23/2009	Lt Col Harry C Stafford	N96761	182Q	3.0	23:15:00	None	06/05/2009	View

From the pending list, the FRO may select any flight for review and approval by clicking the “View” button.



From the view page, the FRO has the ability to review basic pilot status and the information on the flight. Before approving any flight, the FRO will review the FRO checklist and the “IM Safe” checklist with the pilot either in person or by phone. Both checklists are accessible by links on the view page above the Approve/Disapprove buttons. The FRO must also conduct a detailed discussion about the mission itself just like is done now with the current paper process. The FRO must check the check box next to each checklist before the approving the flight release. Once ready, the FRO should click the “Approve” or “Disapprove” button to complete the flight release process.

The FRO may not release a flight on which the FRO is the pilot, crew, or passenger. Should the FRO be on the selected flight, the “Approve” and “Disapprove” buttons will be replaced with:

Approval not allowed (you are on this flight).

If the FRO is added to the flight after the flight release (or any other critical sortie details change after the flight release), the user will receive a notice that the flight release will be removed and the flight will be put in a “pending” status.

DO NOT RELEASE ANY FLIGHTS THAT SHOW IN RED.

eFlight Release - Windows Internet Explorer

http://mission/wmirs/eFlightRelease/index.cfm?eFRProcess

File Edit View Favorites Tools Help

eFlight Release

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Web Mission Information Reporting System (WMIRS)
e-Flight Release

**Flight Release Approval
Validation**

Please enter the following information to validate your Approval

CAPID:

Year of Birth: (must be the 4 digit year)

Last 4 digits of Social Security Number:

Approve

Pilots
Flight Release Officers
Reports
WMIRS Main
Logout

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Whether approving or disapproving, the system will ask for the same data to validate the FRO. The FRO must be the person logged into WMIRS in order to be validated properly. The FRO provides their CAPID, year of birth, and the last 4 digits of their Social Security Number (note, this page is on a secure socket and all data is encrypted.)

The questionable items will be in **red**. **An FRO does not have the authority to release any non-current or not qualified pilots or aircrew members without Wing CC or DO approval.**

For C17/B17 flights, the CP may have to be the PIC, since the form 5 PIC may not be qualified or current to fly this flight. CP ID# will be entered in the Check Pilot field for a form 5 flight on a C17 flight.

Once approved, the pilot will receive an E-Mail confirmation of the flight release. "Flight Release By FRO" (under "Reports") will show the flights released by an FRO for a given month.

Civil Air Patrol
Web Mission Information Reporting System (WMIRS)
e-Flight Release

Navigation:
Pilots
Flight Release Officers
Pending Releases
My Flight Releases
Reports
WMIRS Main
Logout

CAP FLIGHT RELEASE LOG Month/Year: JUL/2009

Region-Wing: All flights on this log released by:
SWR-LA Lt Col Stephen L. Knapper

Date:	N-Number:	AC Type:	Est. Hours	Est. Landing Time:	PIC/Passengers:
07/15/2009	N96725	182Q	1.0	21:00:00	Harry Stafford - PIC
Mission Symbol: A1		Mission/Sortie #: 09-M-1234 / 008	Actual Hours:	Type FAA Flight Plan: NO FLIGHT PLAN	
Route of Flight: NEW - BTR asdf				Flight Release Info: Flight Released - 07/14/2009 09:46:12	
Date:	N-Number:	AC Type:	Est. Hours	Est. Landing Time:	PIC/Passengers:
07/19/2009	N99842	172P	3.5	23:45:00	Harry Stafford - PIC
Mission Symbol: A1		Mission/Sortie #: 09-M-1234 / 009	Actual Hours: 0.6	Type FAA Flight Plan: VFR	
Route of Flight: NEW - NEW NEW-AEX-NEW				Flight Release Info: Flight Released - 06/08/2009 12:59:10	

Report as of 07/14/2009 - 09:46:42

Local intranet 100%


The pilot may also see his flights and their status under the “Pilots” menu on the eFlight Release” page.

Date	Mission No.	Tail No.	AC Type	Est. Hours	Est. Landing Time	Mission Symbol	Flight Plan	Flight Release	
07/15/2009	09-M-1234	N96725	182Q	1	21:00:00	A1	IFR	Approved	Edit
07/19/2009	09-M-1234	N99842	172P	3.5	23:45:00	A1	VFR	Approved	Edit
07/23/2009	09-M-1234	N96761	182Q	3	23:15:00	A1	IFR	Pending	Edit

Clicking on “Edit” will bring the pilot back to the original sortie page in WMIRS.

Access to the eFlight Release pages is restricted to Flight Release Officer’s properly appointed in eServices. Pilots will be able to access the “Pilots” area and Reports sections only.

During missions, or for multiple releases on monthly missions, the FRO may use "Mission Releases." Note: If the ICP is unable to do an EFR online, for whatever reason. The ICP will use the CAPF 99 flight release procedures as a backup plan and update WMIRS as soon as possible when they get access to the Internet.




- [Pilots](#)
- [Flight Release Officers](#)
- [Reports](#)
- [WMIRS Main](#)
- [Logout](#)

Civil Air Patrol
Web Mission Information Reporting System (WMIRS)
e-Flight Release

Select Mission for Flight Release

09-M-1234

Select the mission, then a list of pending releases for that mission will be available.



- [Pilots](#)
- [Flight Release Officers](#)
- [Reports](#)
- [WMIRS Main](#)
- [Logout](#)

Civil Air Patrol
Web Mission Information Reporting System (WMIRS)
e-Flight Release

Mission Sorties for 09-M-1234 SAR/Missing Aircraft Mission
A1 Mission Symbol


	Flight Date	Pilot	Tail No.	Aircraft Type	Sortie Type	Sortie	Est. Hours	Est. Landing Time	Flight Plan	Requested	
<input type="checkbox"/>	08/25/09	Stephen L Knapper	N425CP	172P	PCT3	015	1.0	05:30:00	None	08/15/09	View
<input type="checkbox"/>	08/25/09	Stephen L Knapper	N9677A	172P	SAR	007	3.0	21:30:00	IFR	06/05/09	View
Alert!	08/25/09	Terry M Raymond	N63610	PA-28-161	SAR	004	1.0	21:00:00	None	05/12/09	View
Alert!	08/25/09	Terry M Raymond	N62363	172N	SAR	005	1.0	21:00:00	None	05/12/09	View
<input type="checkbox"/>	08/25/09	Michael A Marchand	N99842	172P	PCT1	009	3.5	23:45:00	VFR	06/05/09	View
<input type="checkbox"/>	08/25/09	Michael A Marchand	N99842	172P	SAR	010	2.0	22:15:00	VFR	06/12/09	View
<input type="checkbox"/>	08/25/09	Harry C Stafford	N96725	182Q	SAR	006	1.0	21:00:00	None	05/12/09	View
<input type="checkbox"/>	08/31/09	Harry C Stafford	N425CP	172S	SAR	018	1.0	20:45:00	None	08/30/09	View
<input type="checkbox"/>	08/31/09	Harry C Stafford	N425CP	172S	SAR	019	1.0	20:45:00	None	08/30/09	View
<input type="checkbox"/>	08/31/09	Harry C Stafford	N96725	182Q	SAR	020	1.0	15:15:00	None	08/30/09	View
<input type="checkbox"/>	08/31/09	Harry C Stafford	N9747L	172P	SAR	021	1.0	15:15:00	None	08/30/09	View
Alert!	09/18/09	Terry M Raymond	N331SP	182R	SAR	002	1.0	21:00:00	None	05/12/09	View
Alert!	09/18/09	Terry M Raymond	N6236		COMM	003	1.5	23:00:00	VFR	05/12/09	View

Note that several show "Alert" instead of a checkbox. This means that something on that sortie requires review prior to a release.

DO NOT RELEASE ANY FLIGHTS THAT SHOW IN RED.

Clicking "View" on the flight will bring up the normal detail page seen on a single flight release. The questionable items will be in **red**. **An ICP staff or FRO does not have the authority to release any non-current or not qualified pilots or aircrew members without Wing CC or DO approval and noted in EFR.**

DO NOT RELEASE ANY FLIGHTS THAT SHOW IN **RED.**



Pilots
Flight Release Officers
Reports
WMIRS Main
Logout

Civil Air Patrol
Web Mission Information Reporting System (WMIRS)
e-Flight Release


Pilot:
Maj Terry M Raymond CAPID: 129874 Unit: NHQ-NHQ-000
Member Exp: 01/01/2020 Airplane Pilot Exp: **No Record**
Aircraft: **NONE**
ES:
Phone: 334-953-7299 WORK PHONE
E-Mail: traymond@capnhq.gov EMAIL

Flight Information:
Flight Date: 09/18/2009 Tail No.: N331SP Aircraft Type: 182R
Departing / Landing: NEW / BTR Flight Information: asdf
Est. Hours: 1.0 Est. Landing Time (Z): 21:00:00 Flight Plan: None
Mission #/Sortie: 09-M-1234 / 002 Mission Symbol: A1
Observer:

[View FRO Checklist](#) ☐ Checklist Reviewed with Pilot
[View IM Safe Checklist](#) ☐ Checklist Reviewed with Pilot

DO NOT RELEASE ANY FLIGHTS THAT SHOW **RED**

UNLESS THESE AREAS IN RED ARE CORRECTED TO SHOW CURRENT PRIOR TO EFR. PIC may have to be deleted and re-entered after qualifications are updated to show current or cancel sortie and enter a new sortie.



- Pilots
- Flight Release Officers
- Reports
- WMIRS Main
- Logout

Civil Air Patrol
Web Mission Information Reporting System (WMIRS)
e-Flight Release

Flight Release Approval Validation

Please enter the following information to validate your Approval

CAPID:

Year of Birth: (must be the 4 digit year)

Last 4 digits of Social Security Number:

Exceptions Noted:

☐ Airplane Pilot
☐ No Aircraft

Exceptions Comments:

When exceptions are noted, the flight release approval and disapproval page will show the exceptions and provide an area for comments. Comments are required for flight release approvals, but are optional for disapprovals.

Exceptions are not allowed, except Wing CC or DO approval and comments are recorded with the flight release to state that. For C17/B17 flights, the CP may have to be the PIC, since the form 5 PIC may not be current. CP ID# will be entered in the Check Pilot field for a form 5 flight on a C17 flight.

An FRO does not have the authority to release any non-current or qualified pilots or aircrew members. No matter what the pilot story is, I just took my form 5 and I passed, but it has not been entered and validated in Ops Quals but I am current. Sorry they are not current in the system, same for a new medical they have, but it is not entered and validated. This is the PIC responsibility to maintain and confirm they are current and qualified to fly the mission at hand, not the FROs, The FROs job is to just confirm they are qualified to fly the mission, otherwise disapprove the EFR.

Note: all EFR that are released with expired or not qualified qualifications, goes to National CAP, RMLR/CC, RMR/CC for review. FRO may be asked why they released a non-current or qualified pilot/aircrew.

Once the PIC is shown as current in Ops Quals, the PIC may have to be deleted and re-entered after quals are updated to current or even you may have to cancel this sortie, then enter a new if unable to show status PIC as current and qualified in EFR.

Flight Release Utilities

Wings can either allow all FROs to release flights, including mission qualified Incident Commanders and Air Operations Branch Directors, or limit the number of FROs to release flights on a day-to-day basis. Missions can also have a set list of FROs to release flights specific to that mission.

For Day-to Day flight releases, members with “FRO Admin” privileges in WMIRS will see a “Utilities” selection in the eFlight Release menu.



Clicking on “Utilities” will show “Select FROs” in the menu. This will bring up a list of wing approved FROs from Ops/Quals.

A screenshot of the WMIRS eFlight Release interface. On the left is a blue sidebar with the Civil Air Patrol logo and a menu with options: Pilots, Flight Release Officers, Reports, Utilities, WMIRS Main, and Logout. The main content area has a header with the Civil Air Patrol logo, the text 'Civi Air Patrol Web Mission Information Reporting System (WMIRS) e-Flight Release', and a section titled 'LA FRO List:'. Below this is a table with two columns: 'FRO' and 'Selected'. The table lists 18 FROs, with checkboxes in the 'Selected' column. The first, fifth, and last FROs have their checkboxes checked.

FRO	Selected
Artigue, Richard P	<input checked="" type="checkbox"/>
Blair, Kenneth W	<input type="checkbox"/>
Boudreaux, Anthony Jr	<input type="checkbox"/>
Breithaupt, Tracy L	<input type="checkbox"/>
Caldas, Stephen J	<input type="checkbox"/>
Cole, Samuel H Jr	<input type="checkbox"/>
Collins, Phillip B	<input type="checkbox"/>
Cormier, Ryan J	<input type="checkbox"/>
Deas, Glen E	<input checked="" type="checkbox"/>
Emerson, John S	<input type="checkbox"/>
Haddad, Jon J	<input type="checkbox"/>
Hardcastle, Kenneth R	<input type="checkbox"/>
Hyberger, Robert L	<input type="checkbox"/>
James, Michael G	<input type="checkbox"/>
Jones, Edmond A	<input type="checkbox"/>
Kingham, Robert M	<input type="checkbox"/>
Knapper, Stephen I	<input checked="" type="checkbox"/>

Simply select the FROs and submit. Only those FROs will be allowed to release flights.

This works the same as the previous list, but will limit only this mission to those FROs selected. FROs do not have to be selected in the day-to-day list to be FROs on a mission. If no FROs are selected for a mission, any FRO who can release flights on a day-to-day basis will be able to release flights on that mission.

MIssion FRO Assignment - Windows Internet Explorer

LA FRO's for 09-M-1234

Name ▲	CAPID ◆	Unit ◆	
Artigue, Richard P	129855	SWR-LA-068	<input type="checkbox"/>
Blair, Kenneth W	388179	SWR-LA-067	<input type="checkbox"/>
Boudreaux, Anthony Jr	129449	SWR-LA-089	<input type="checkbox"/>
Breithaupt, Tracy L	297931	SWR-LA-067	<input type="checkbox"/>
Caldas, Stephen J	273532	SWR-LA-014	<input type="checkbox"/>
Cole, Samuel H Jr	112733	SWR-LA-013	<input type="checkbox"/>
Collins, Phillip B	129918	SWR-LA-022	<input type="checkbox"/>
Cormier, Ryan J	129995	SWR-LA-014	<input type="checkbox"/>
Deas, Glen E	372045	SWR-LA-019	<input type="checkbox"/>
Emerson, John S	129707	SWR-LA-007	<input checked="" type="checkbox"/>
Haddad, Jon J	130103	SWR-LA-019	<input type="checkbox"/>
Hardcastle, Kenneth R	129925	SWR-LA-013	<input type="checkbox"/>
Hyberger, Robert L	206291	SWR-LA-007	<input type="checkbox"/>
James, Michael G	129641	SWR-LA-067	<input type="checkbox"/>
Jones, Edmond A	206871	SWR-LA-007	<input checked="" type="checkbox"/>
Kingham, Robert M	129757	SWR-LA-007	<input type="checkbox"/>
Knapper, Stephen L	125920	SWR-LA-013	<input checked="" type="checkbox"/>
Marchand, Michael A	129967	SWR-LA-022	<input type="checkbox"/>
McPherson, David A Jr	214406	SWR-LA-067	<input type="checkbox"/>
Pontiff, Murphy J	129945	SWR-LA-089	<input type="checkbox"/>

Requesting a Flight Release Officer

When entering a flight/sortie, the pilot may request one or more FROs to release the flight. This is done on the sortie page,.

** indicates required fields.*

input fields with grayed backgrounds are not required, but may be entered as additional information, or as re

[Find a Flight Release Officer](#)

Request FRO(s)

Emerson, John S

Jones, Edmond A

Knapper, Stephen L

hold Ctrl Key for multiple FRO's

Sortie Number	Mission Number	Tracking Number
020	09-M-1234	

**Sortie Date* 08/31/2009 *Backup Date* **Sortie Type* Search and Rescue

Pilot CAPID	Observer	Scanner	Scanner2	Type of FAA Flight Plan
130160				None

Harry C Stafford

[CAPID Look Up](#)

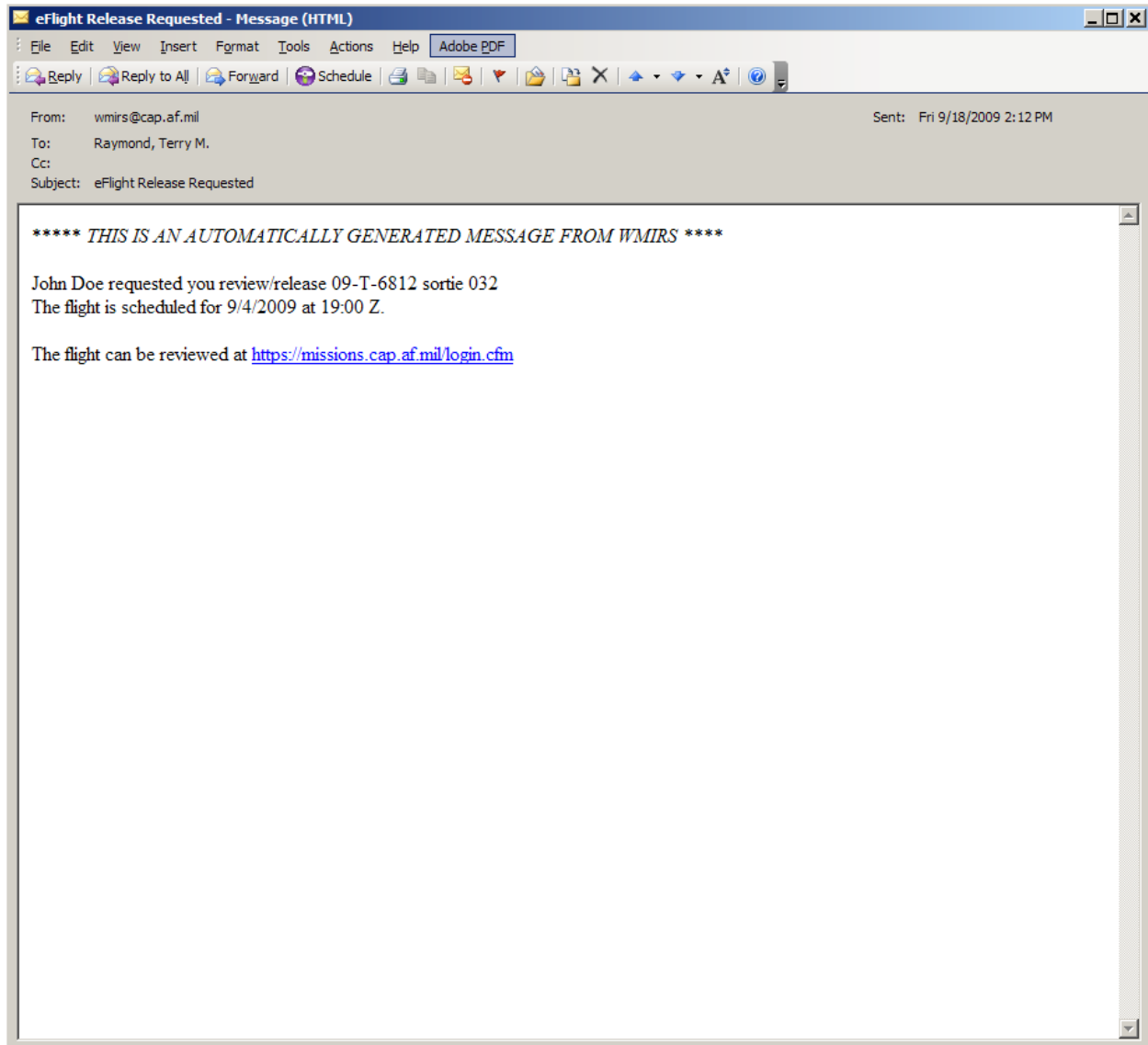
<i>*Tail Number</i>	<i>*Aircraft Type</i>	<i>*Callsign</i>	<i>*Take Off Airport</i>	<i>*Landing Airport</i>
N96725	182	1626	NEW	NEW

[Tail Number Lookup](#) [Airport Lookup](#) [Airport Lookup](#)

**Est. Sortie* **Est.*

Multiple FROs can be selected by holding down the CTRL Key while clicking on the names. There is also a link above the list to "Find a Flight Release Officer." This will bring up the FROs and contact information to assist the pilot in contacting an FRO.

When the sortie is submitted, an E-Mail is sent to the FRO(s) alerting them that they have a flight to review and release.



A link in the E-Mail will take the FRO to the login screen and then, directly to the flight release.

Entering CAPF99 Flight Releases

In the event that a flight is released using a CAPF 99, they may be entered by clicking the “Enter CAPF99 Release” under the “Flight Release Officer” menu.

No exceptions will be allowed to be released on a CAPF 99 Release.




- Pilots
- Flight Release Officers Reports
- WMIRS Main
- Logout

Civil Air Patrol
Web Mission Information Reporting System (WMIRS)
e-Flight Release

Enter CAPF 99 Flight Releases

Pilot CAPID: Flight Date: 

Enter the pilot's CAPID and flight date to locate the flight(s).



- Pilots
- Flight Release Officers Reports
- WMIRS Main
- Logout

Civil Air Patrol
Web Mission Information Reporting System (WMIRS)
e-Flight Release

Enter CAPF 99 Flight Releases

Flight Date	Pilot	Tail No.	Aircraft Type	Sortie Type	Sortie	Est. Hours	Est. Landing Time	Flight Plan	Requested	
09/13/2009	Terry M Raymond	N2696C	R182	ORIDE	003	0.0	00:00:00	None	09/11/09	View
09/13/2009	Terry M Raymond	N96105	172P	ORIDE	009	1.0	01:00:00	None	09/14/09	View
09/13/2009	Terry M Raymond	N96105	172P	ORIDE	010	1.0	13:00:00	None	09/14/09	View
09/13/2009	Terry M Raymond	N96105	172P	ORIDE	011	1.0	13:00:00	None	09/14/09	View
09/13/2009	Terry M Raymond	N96105	172P	ORIDE	012	1.0	13:00:00	None	09/14/09	View

Clicking “view” will bring up the normal flight detail/release screen.

Note that when doing CAPF 99 releases, the FRO and IMSafe checklists are not required for electronic approval, since they should already be accomplished prior to the flight release.

A current FRO support report will be used to verify PIC currency prior to releasing on a CAPF 99. If the PIC is not shown as current/qualified on the report **DO NOT RELEASE FLIGHT.** without Wing CC or DO approval and so noted.



- Pilots
- Flight Release Officers
- Reports
- WMIRS Main
- Logout

Civil Air Patrol
Web Mission Information Reporting System (WMIRS)
e-Flight Release

Pilot:

Maj Terry M Raymond

Member Exp: 01/01/2020

Aircraft: **NONE**

ES:

Phone:

E-Mail:

CAPID: 129874 Unit: NHQ-NHQ-000

Airplane Pilot Exp: **No Record**

334-953-7299 WORK PHONE

traymond@capnhq.gov EMAIL

Flight Information:

Flight Date: 09/13/2009

Departing / Landing: /

Est. Hours: 1.0

Mission #/Sortie: 09-A-0023 / 009

Observer:

Tail No.: N98105 Aircraft Type: 172P

Flight Information:

Est. Landing Time (Z): Flight Plan: None

Mission Symbol: A15

DO NOT RELEASE ANY FLIGHTS THAT SHOW RED

No exceptions to PIC currency/qualifications will be not allowed, as in red above. The FRO will be require Wing CC or DO permission to release this flight and to comment on the form 99 release that the Wing CC or DO has approved this flight release.